**4th Grade Computer Skills Terms**

In addition to Kindergarten, 1st, 2nd & 3rd Grade Computer Skills Terms

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| Connectors | A way to search for information using the words AND, OR and NOT. Boolean logic was created by English mathematician George Boole 150 years ago.  Keywords AND, OR, and NOT that make your web search more specific. |
| Animations | Pictures, Diagrams or words that move to show action. Graphics that move and could include sound. |
| Calculate | The working of mathematical equations. Formulas that are usually used in spreadsheets allow the computer to automatically perform calculations.  Finding solutions to math problems automatically as with a calculator. |
| Cite | To list authors, articles, and places where the information that is used is located. |
| Citations | To reference the creator or source of information used in a presentation; the recognition that a work is not yours.  Identifies ownership of pictures, information, and data. |
| Domain | The part of an Internet address that identifies where a person's account is located. For example, in the address jdoe@dpi.state.nc.us the domain is everything after the @.  Internet location that has a common network name. Example: Google |
| Field | A place in a database record where a category of information can be entered or located.  An area where data can be entered, edited, or stored.  In a database it is where data is entered. |
| File | A set of related records in a database |
| Format | To set the margins, tabs, font or line spacing in layout of a document.  The look of a document. Example: text and line spacing. |
| Formula | Tells the computer to perform a calculation and begins with an equal sign  Inserting a math problem for the computer to solve. These problems begin with an equal sign. |
| Keyword | A word or reference point used to describe content on a web page that search engines use to properly index the page. |
| **Math Symbols to Use When Searching:** | Symbols used in a search.  > Greater than symbol  < Less than symbol used in a search  ≥ Greater than or equal to  ≤ Less than or equal to  ≠ Not equal  = Equal to |
| Organization | The use of storyboards, outlines, and research to prepare or create a document or presentation. |
| Page set up | The term in reference to the way a document is formatted to print.  Example: portrait, landscape |
| Record | A collection of related fields and entries. |
| Search | To look for specific information on the internet or computer. |
| Search engines | Software that searches gathers and identifies information from a database based on keywords, indices, titles and text. Example: Google, Yahoo |
| Search strategies | There are 3 basic ways to begin a search.  1. Try to guess at the URL.  2. Use Subject directories provided by some search engines. The selected resources are grouped by subject, categories, and subcategories that can be used for keyword search or to browse the categories.  3. Use a search engine for large searches using unique keywords or combinations of keywords to narrow the search. |
| Security | Protection of computer, computer files or a computer network from use without permission of the owner or owners. Protects computer, files, and network from harmful programs and unauthorized use. |
| Username | First part of an e-mail address. Example: jmwinton is the user name of the following e-mail address. [jmwinton@carteret.k12.nc.us](mailto:jmwinton@carteret.k12.nc.us)  Example: Your login name for the computer. |